Time Entry Approver's Manual

July 22, 2009

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Note: Examples are based on screen setups used by the Payroll Department.

To Submit Timesheet on Employee's Behalf

If an employee is absent or unable to submit a timesheet, the approver must submit the timesheet on the employee's behalf. Once the timesheet is submitted, it is the responsibility of the approver to

- Print a copy of the submitted timesheet; upon return to work, the employee must sign and forward the signed copy to the Payroll Department

OR

- Send an e-mail to the employee stating that the employee should review the timesheet that was submitted on his or her behalf, and if the employee agrees with the hours that were recorded, the employee should forward the e-mail to the Payroll Department at payroll@ncifcrf.gov with the statement, "I agree with the hours reported on my timesheet for payperiod ending 00/00/00." If the hours are incorrect, the employee should type the statement, "Timesheet Adjustment Form to be submitted for payperiod ending 00/00/00."

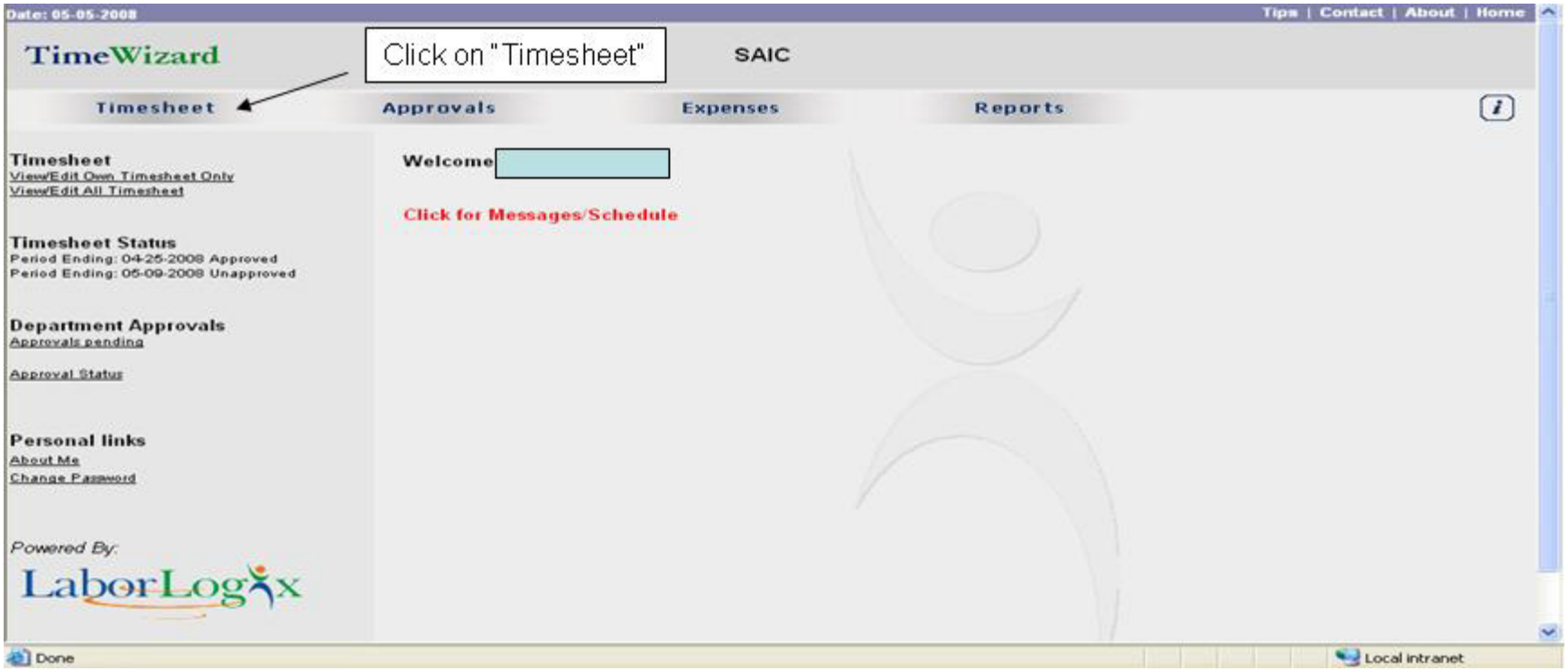
OR

- E-mail a copy of the timesheet to the employee for review. If the employee agrees with the hours that were recorded, the employee should forward the e-mail to the Payroll Department at payroll@ncifcrf.gov with the statement, "I agree with the hours reported on my timesheet for payperiod ending 00/00/00." If the hours are incorrect, the employee should type the statement, "Timesheet Adjustment Form to be submitted for payperiod ending 00/00/00."

Example – Employee was absent due to illness and did not have the opportunity to complete and submit his/her timesheet.

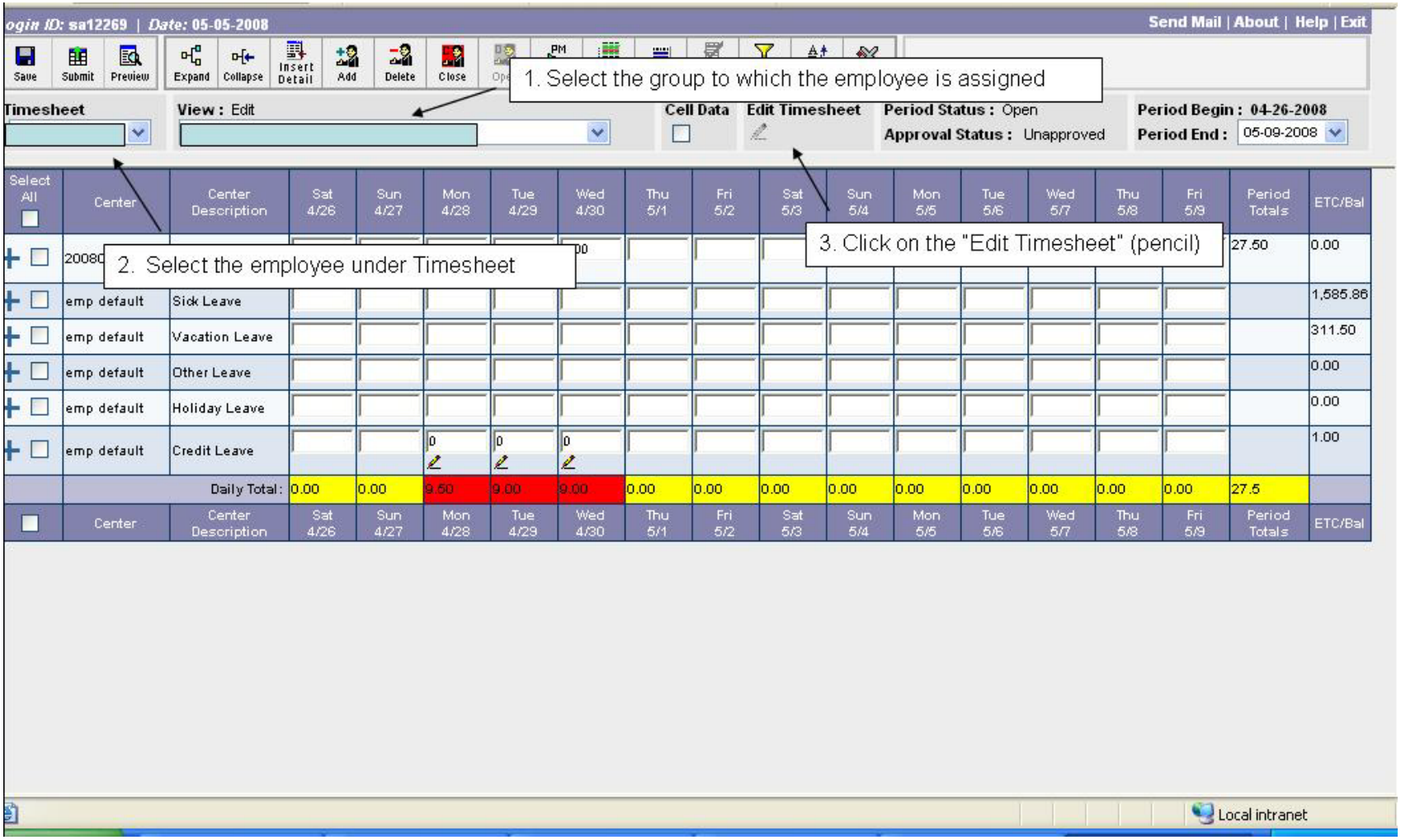
To submit the timesheet:

From your homepage, click on “Timesheet” in the upper left-hand side.

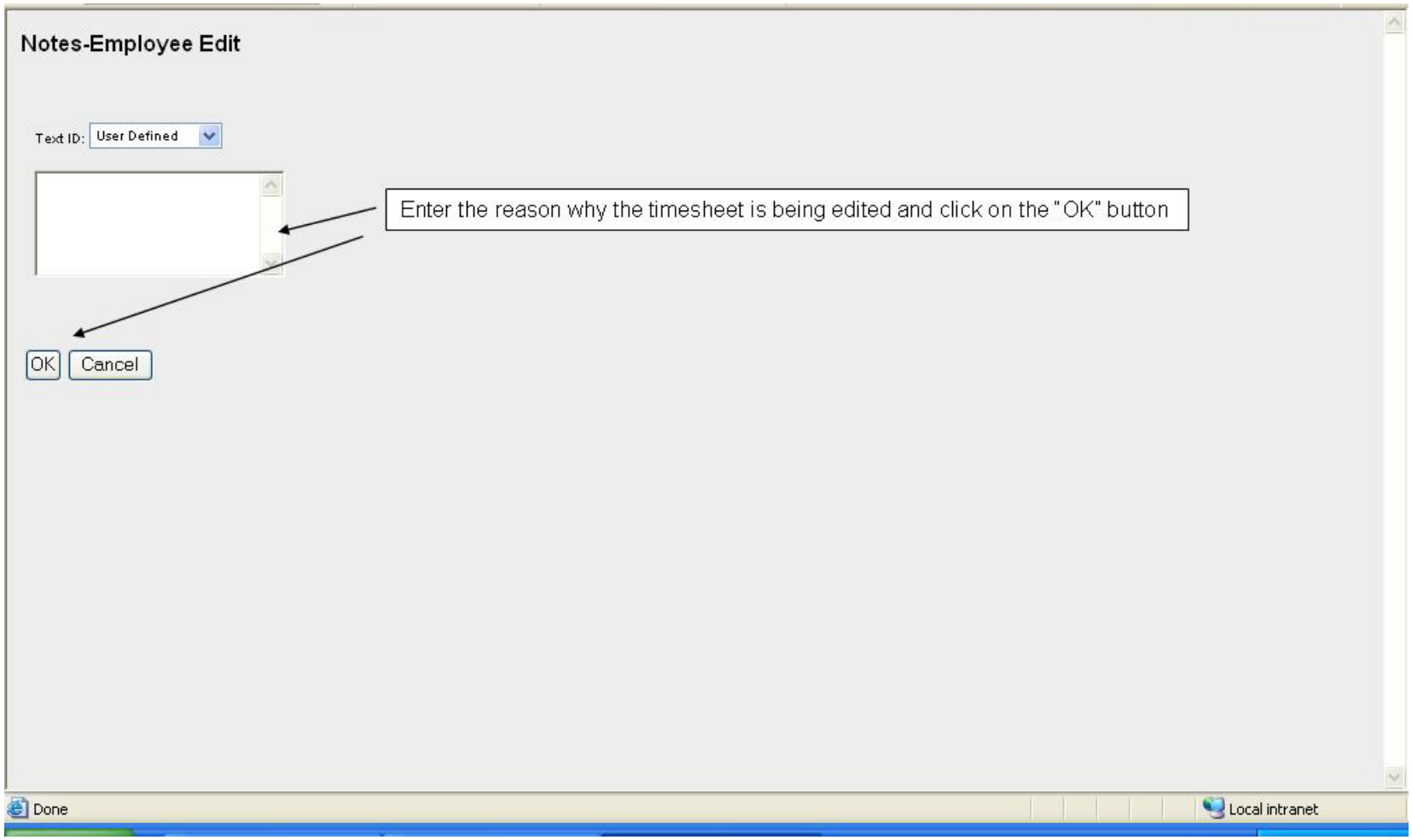


To select the employee's timesheet:

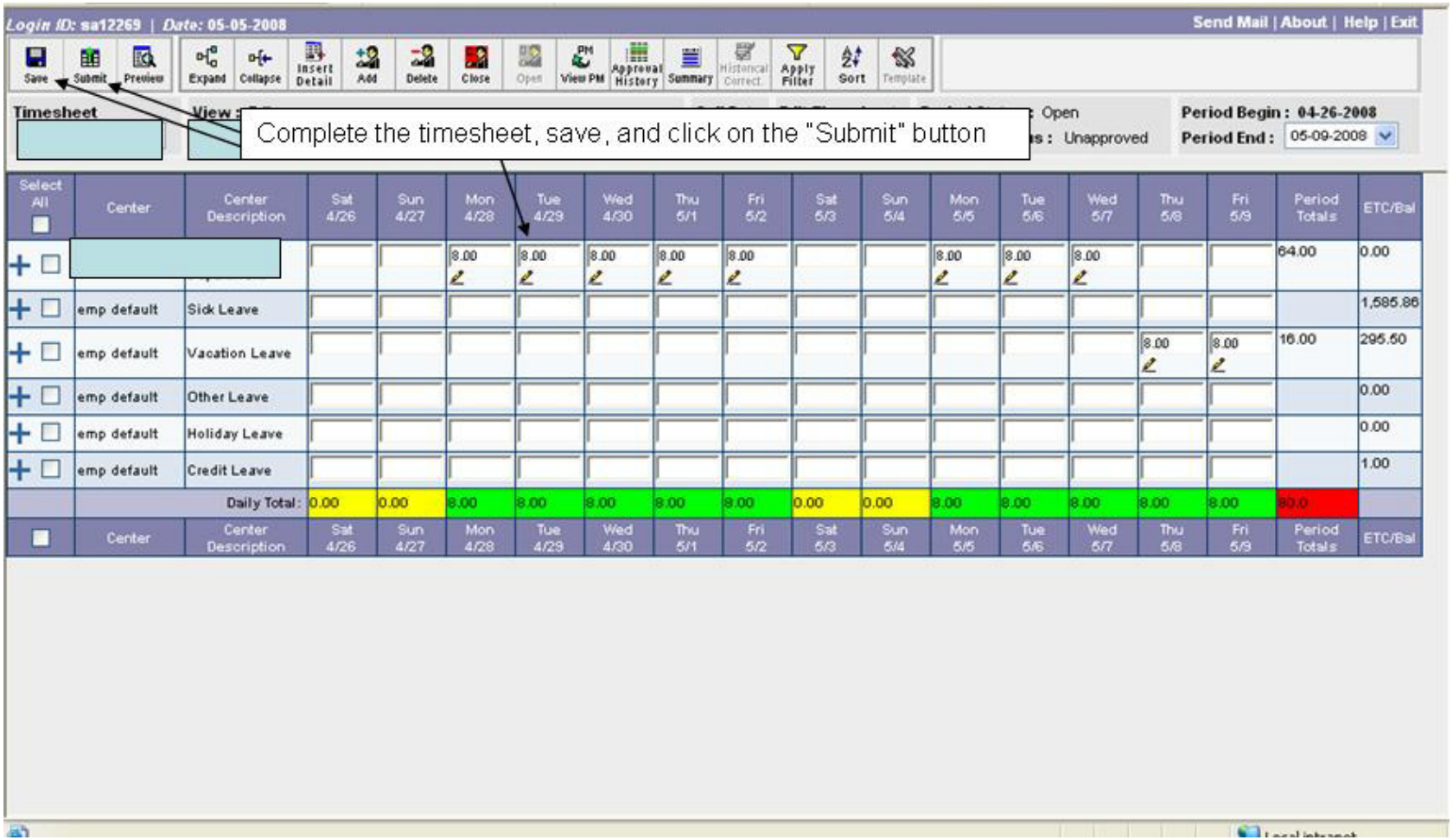
1. Under "View," select the group to which the employee is assigned.
2. Under "Timesheet," select the employee's name.
3. Click on the "Edit Timesheet" (pencil) on the toolbar.



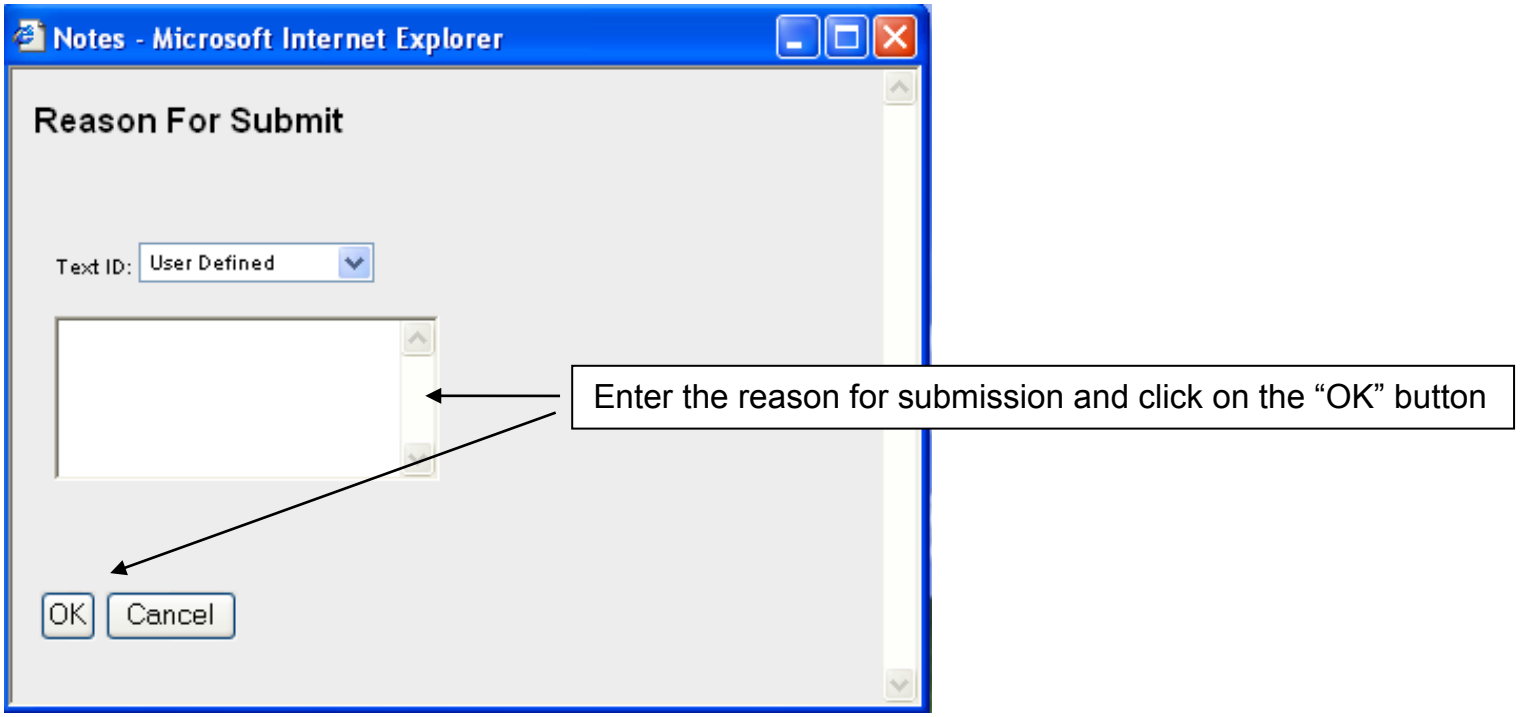
Enter reason for submission and click on the “OK” button.



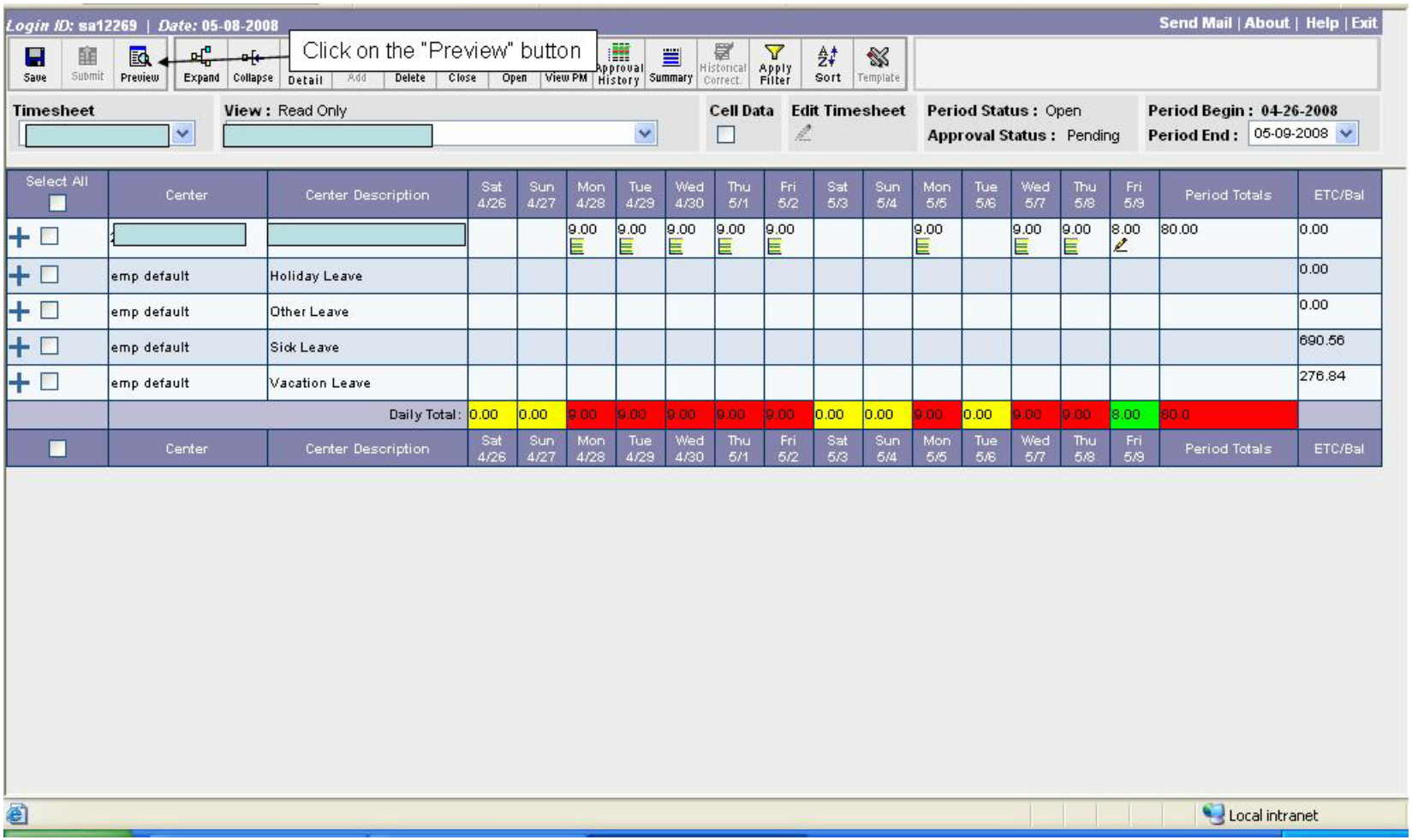
Complete the timesheet, save, and submit.



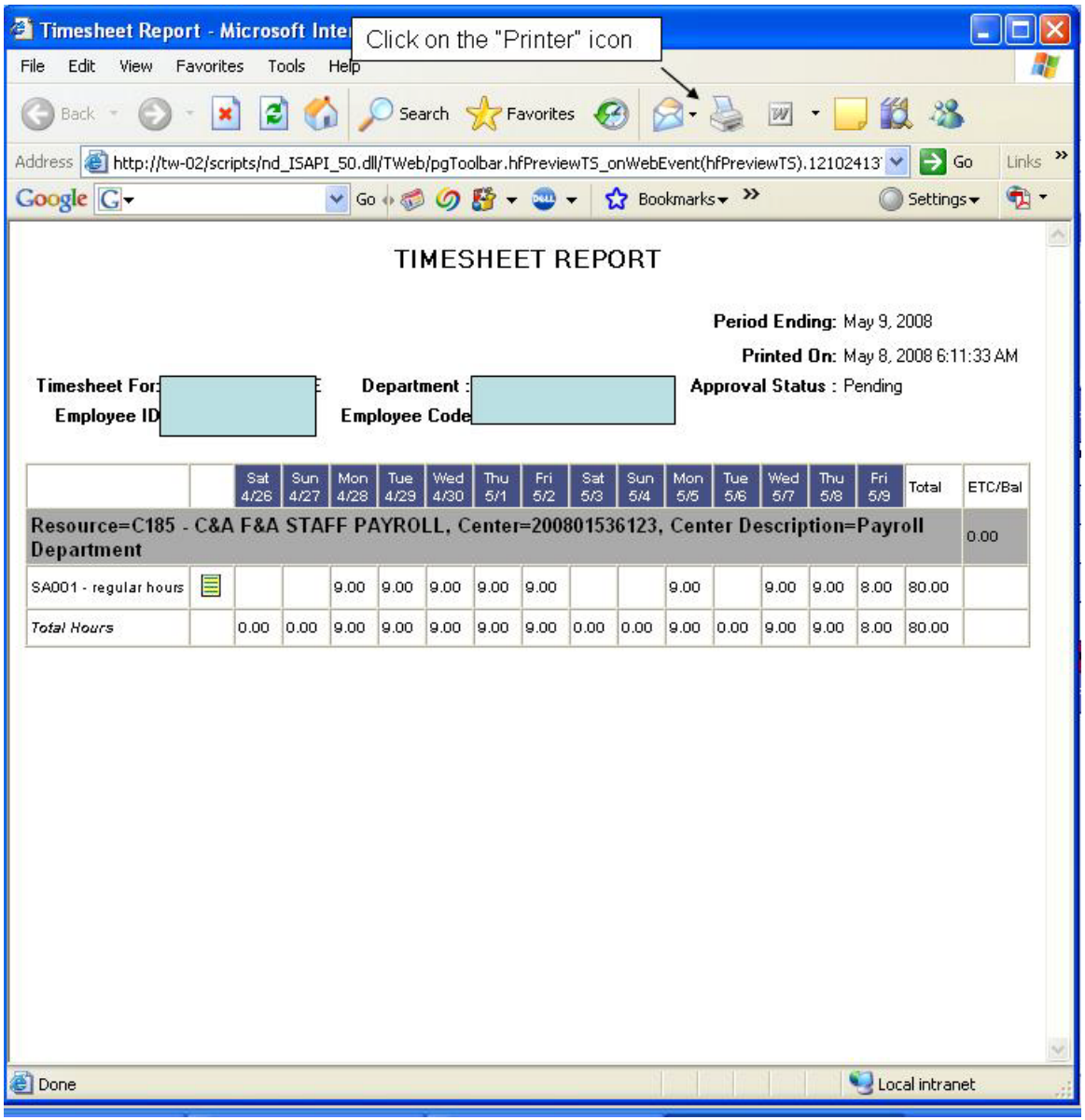
Enter reason for submission and click on the “OK” button.



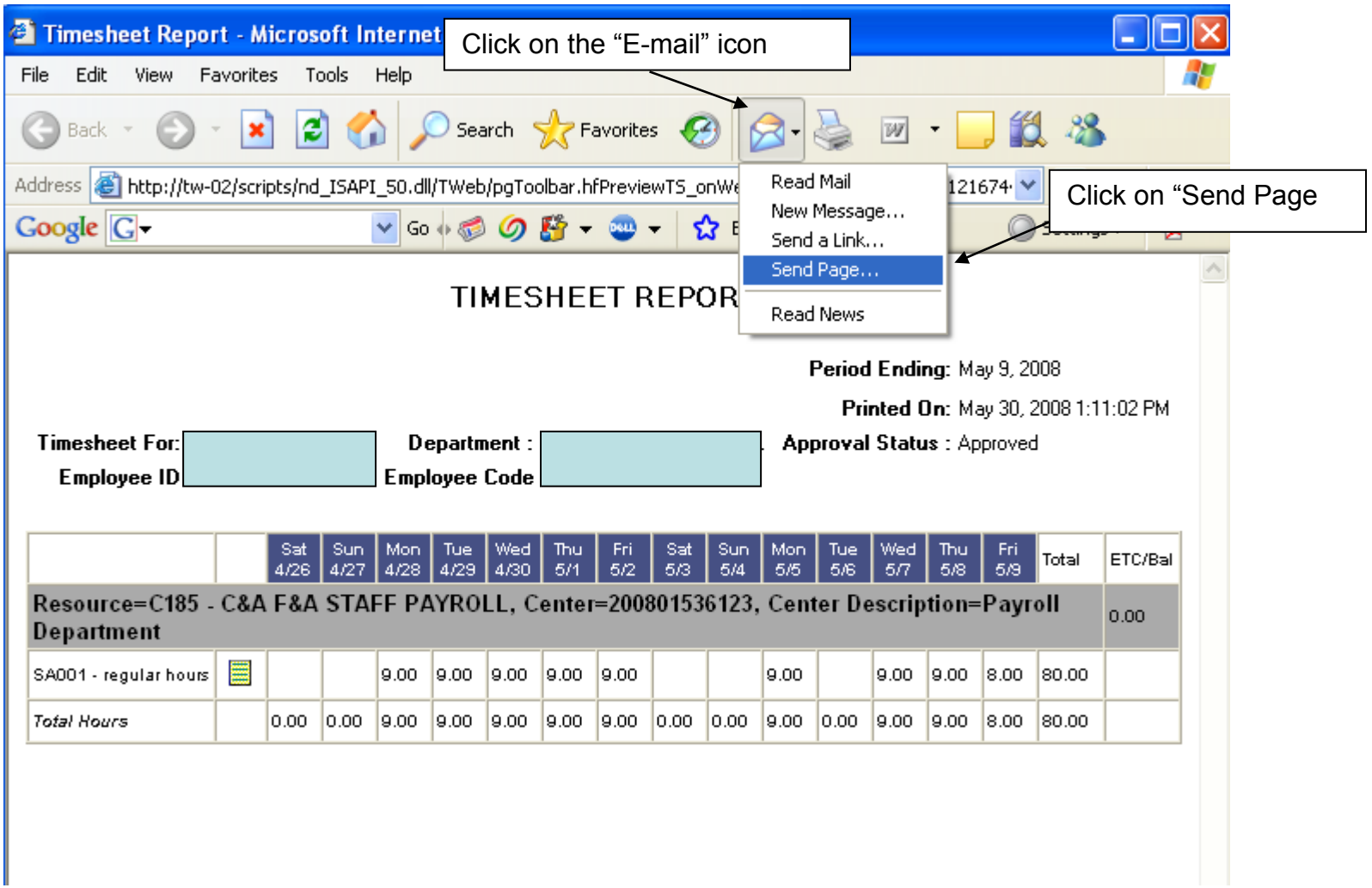
To print timesheet for the employee's signature, click on the "Preview" button.



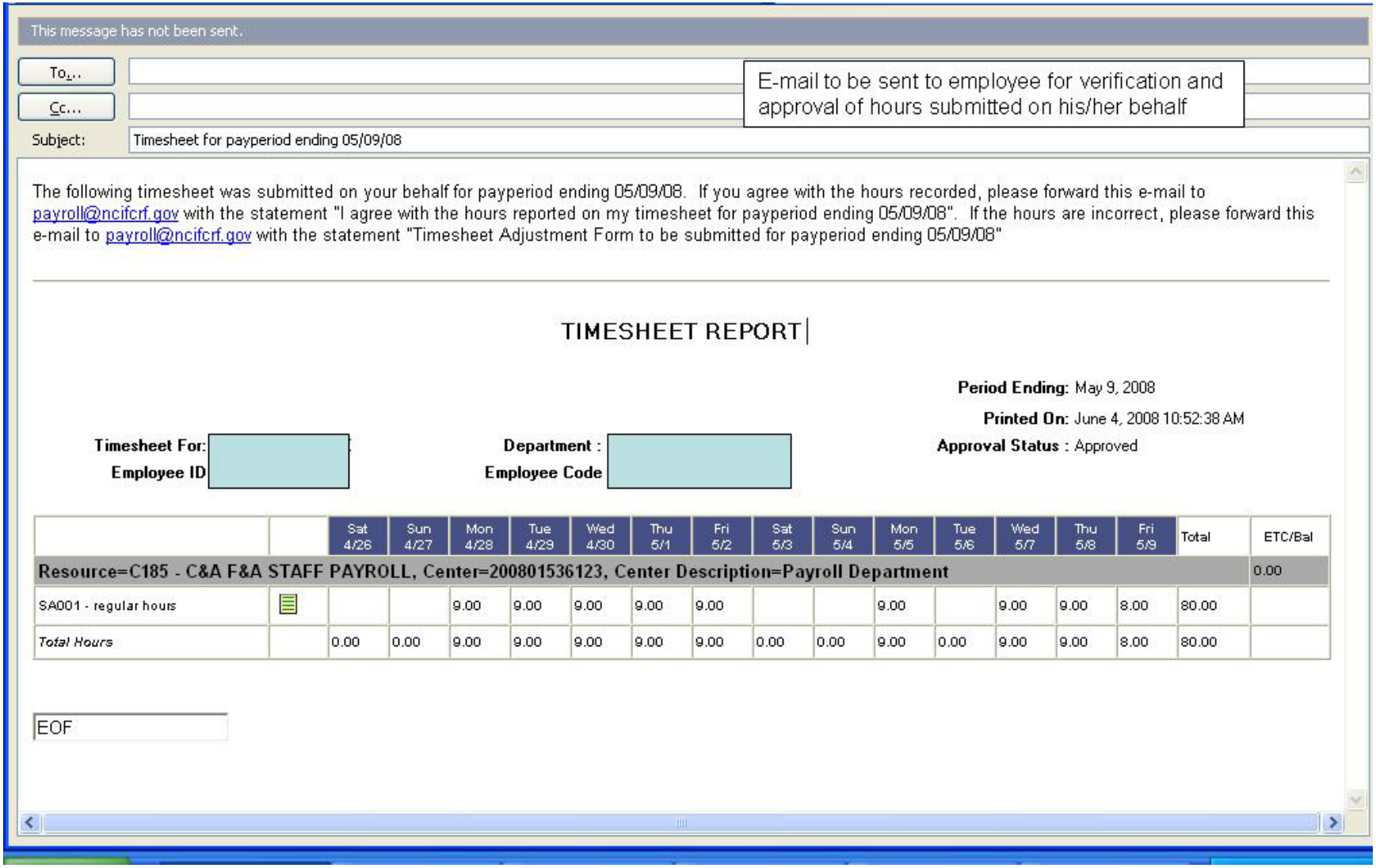
Click on the “Printer” icon.



To e-mail copy of timesheet to employee



E-mail to be sent to employee



This message has not been sent.

To...

Cc...

Subject: Timesheet for payperiod ending 05/09/08

E-mail to be sent to employee for verification and approval of hours submitted on his/her behalf

The following timesheet was submitted on your behalf for payperiod ending 05/09/08. If you agree with the hours recorded, please forward this e-mail to payroll@ncifcrf.gov with the statement "I agree with the hours reported on my timesheet for payperiod ending 05/09/08". If the hours are incorrect, please forward this e-mail to payroll@ncifcrf.gov with the statement "Timesheet Adjustment Form to be submitted for payperiod ending 05/09/08"

TIMESHEET REPORT

Period Ending: May 9, 2008

Printed On: June 4, 2008 10:52:38 AM

Timesheet For:

Employee ID

Department :

Employee Code

Approval Status : Approved

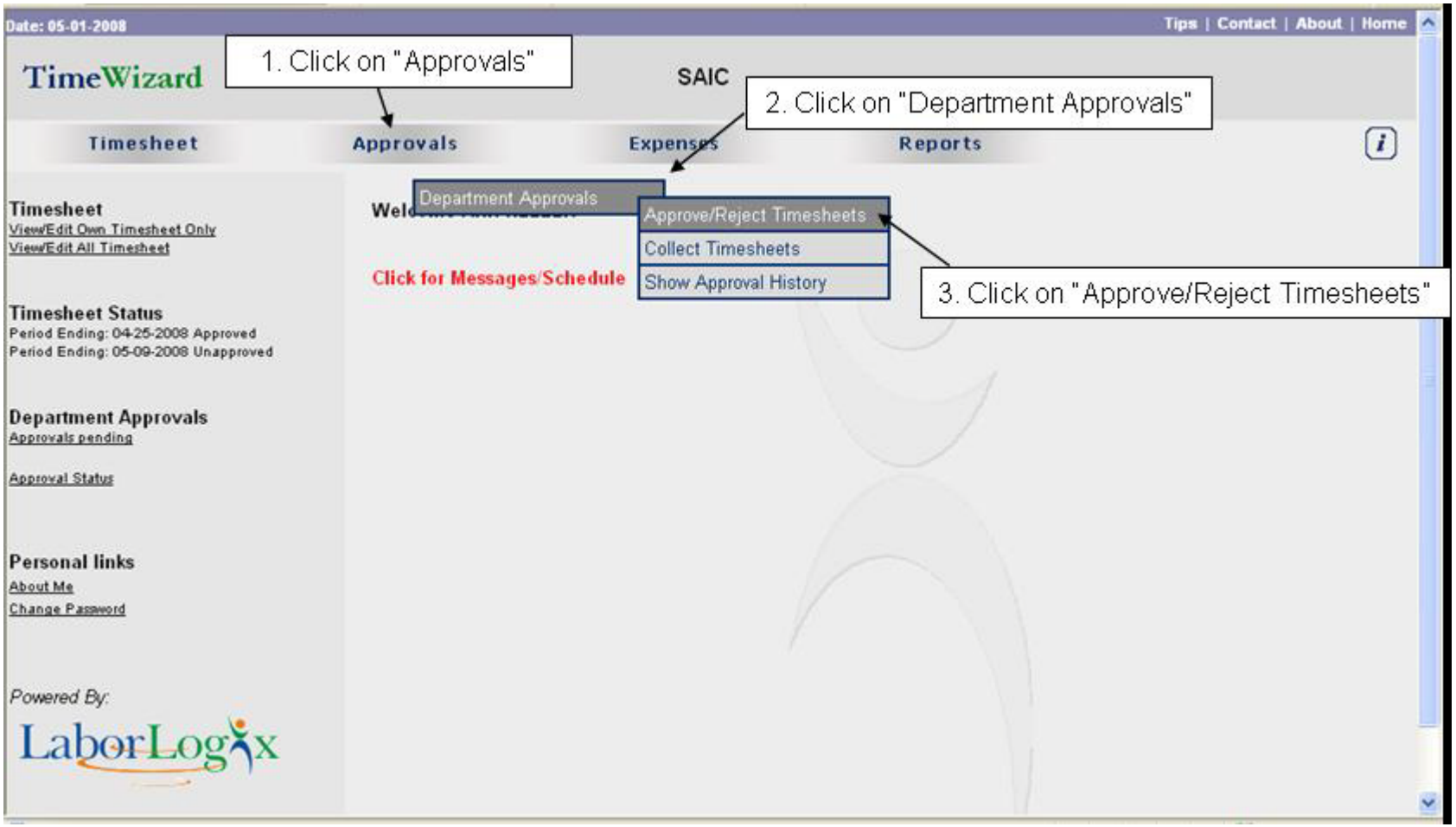
		Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Total	ETC/Bal
Resource=C185 - C&A F&A STAFF PAYROLL, Center=200801536123, Center Description=Payroll Department																	0.00
SA001 - regular hours				9.00	9.00	9.00	9.00	9.00			9.00		9.00	9.00	8.00	80.00	
Total Hours		0.00	0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	0.00	9.00	9.00	8.00	80.00	

EOF

To Approve or Reject a Timesheet

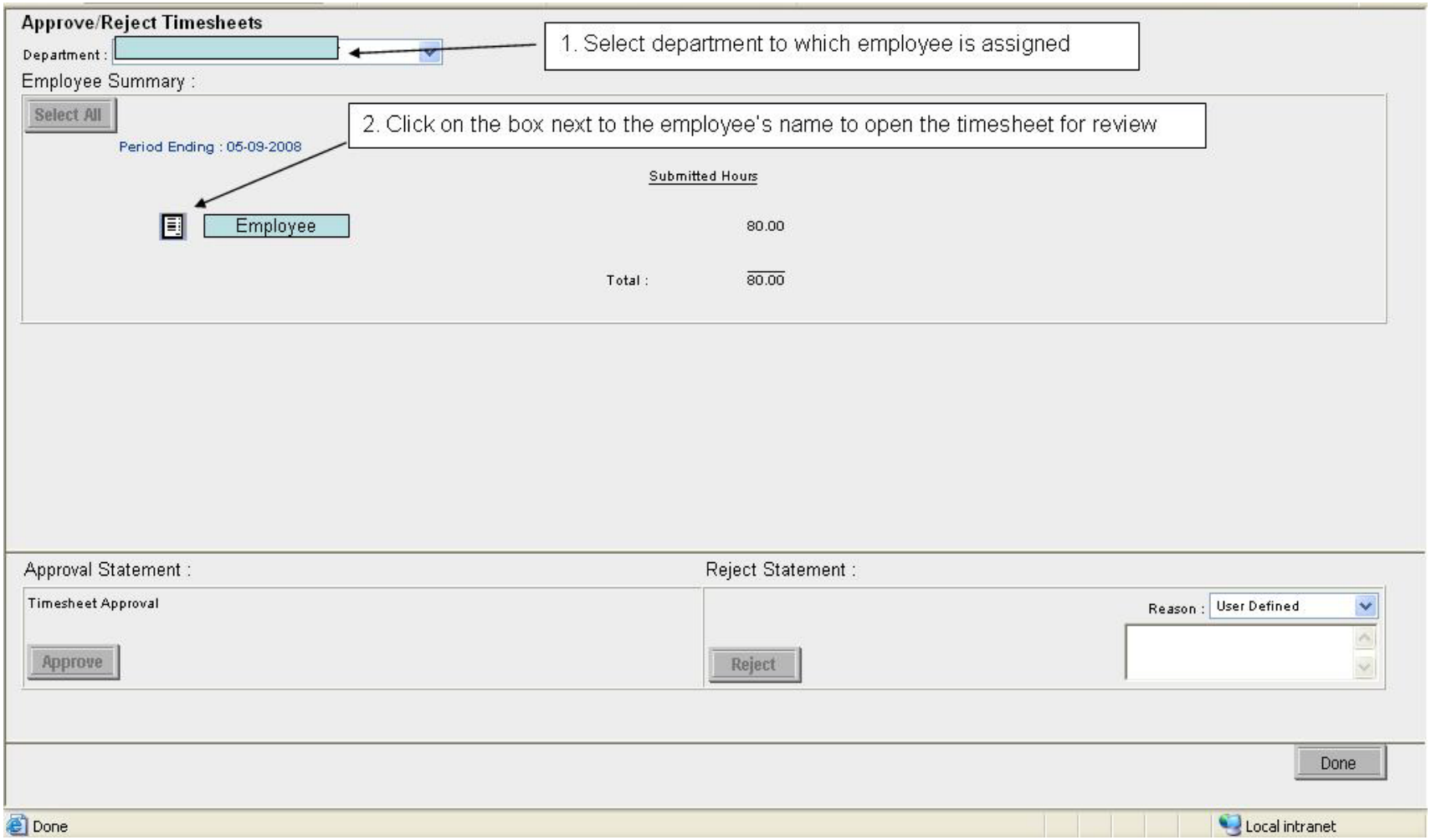
TIMESHEETS MUST BE APPROVED BY MIDNIGHT ON FRIDAY BUT NO EARLIER THAN FRIDAY MORNING OF THE PROCESSING WEEK.

From your homepage, click on "Approvals" on the toolbar, then "Department Approvals," and finally, "Approve/Reject Timesheets".

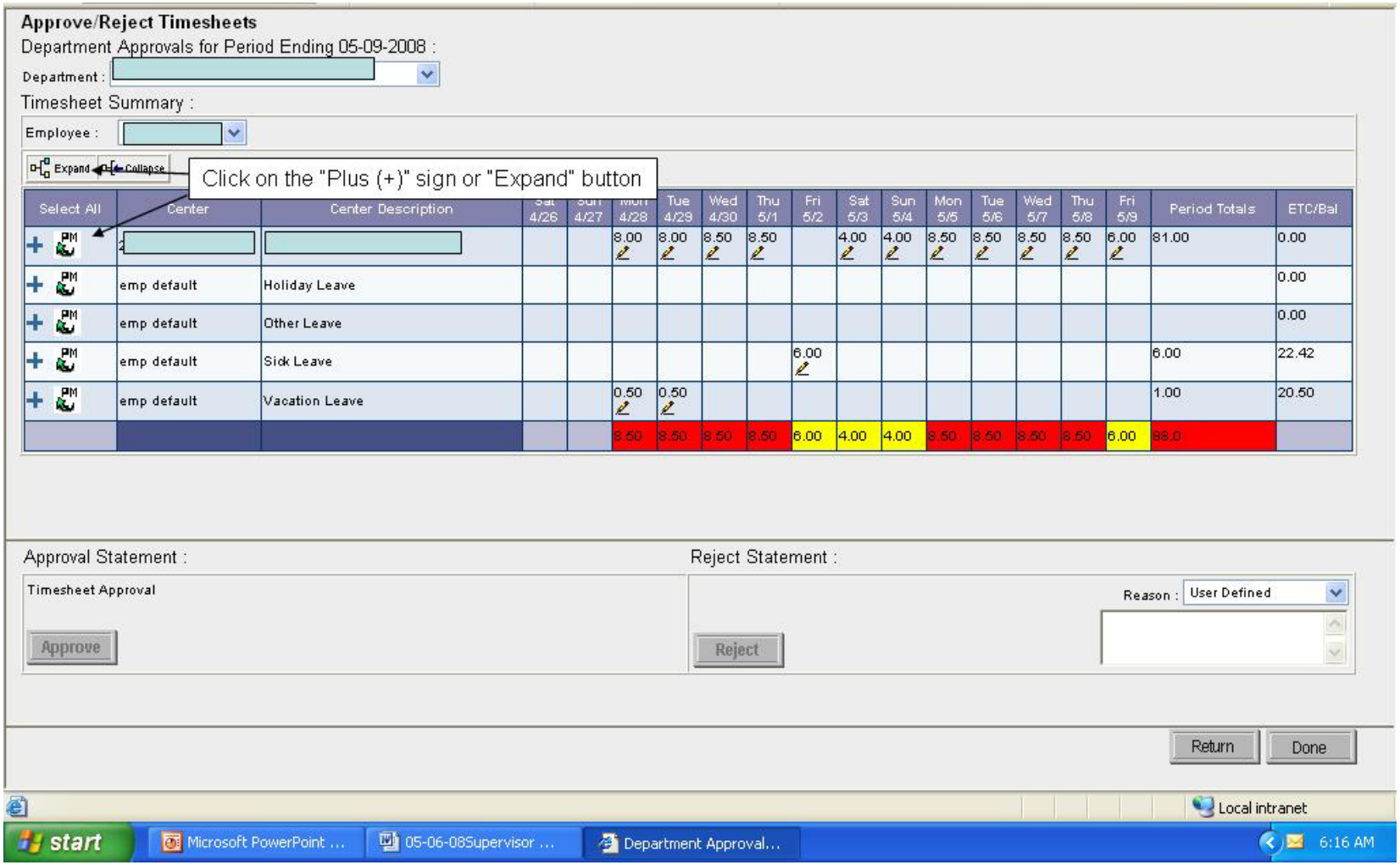


To select the employee's timesheet to be approved/rejected:

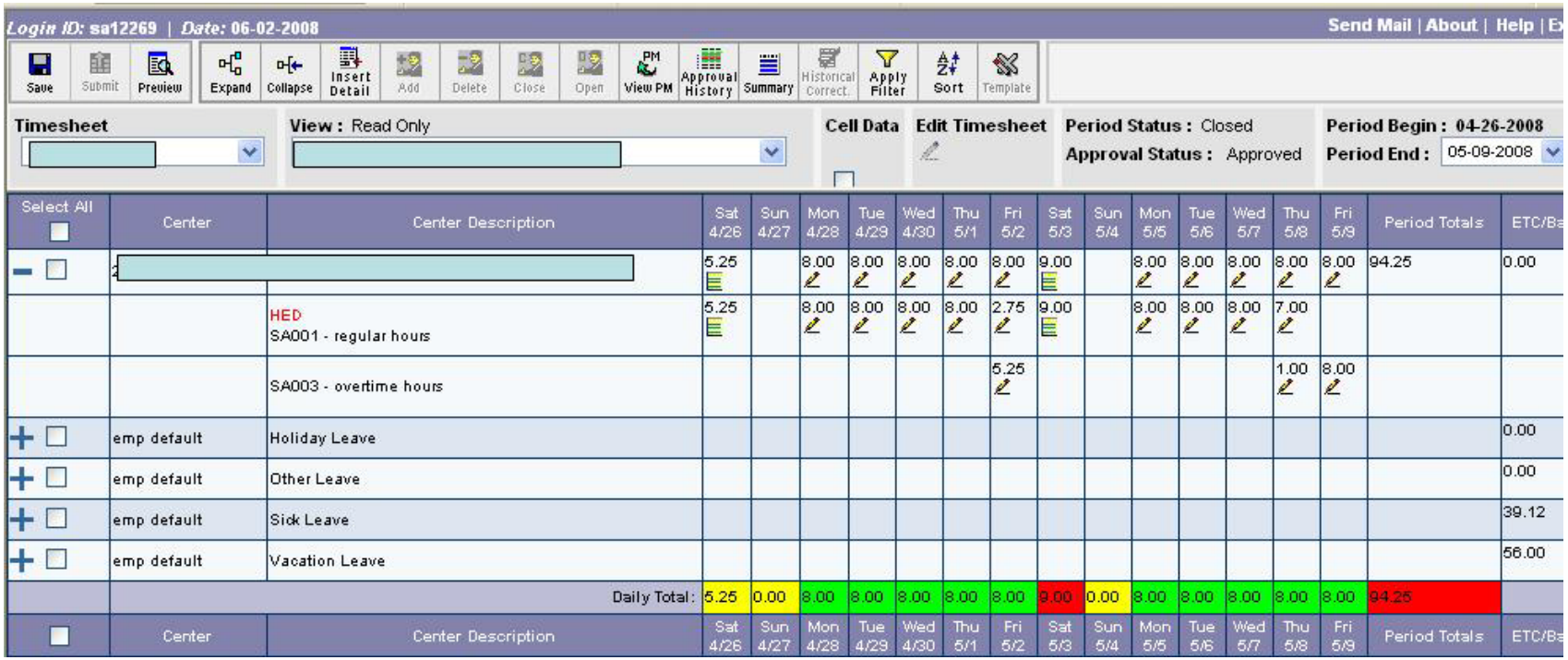
1. Select the department to which the employee is assigned.
2. Click on the box next to the employee's name to open the timesheet for review.



Click on the “Plus (+)” or “Expand” button to review hours recorded.



Example of expanded timesheet.



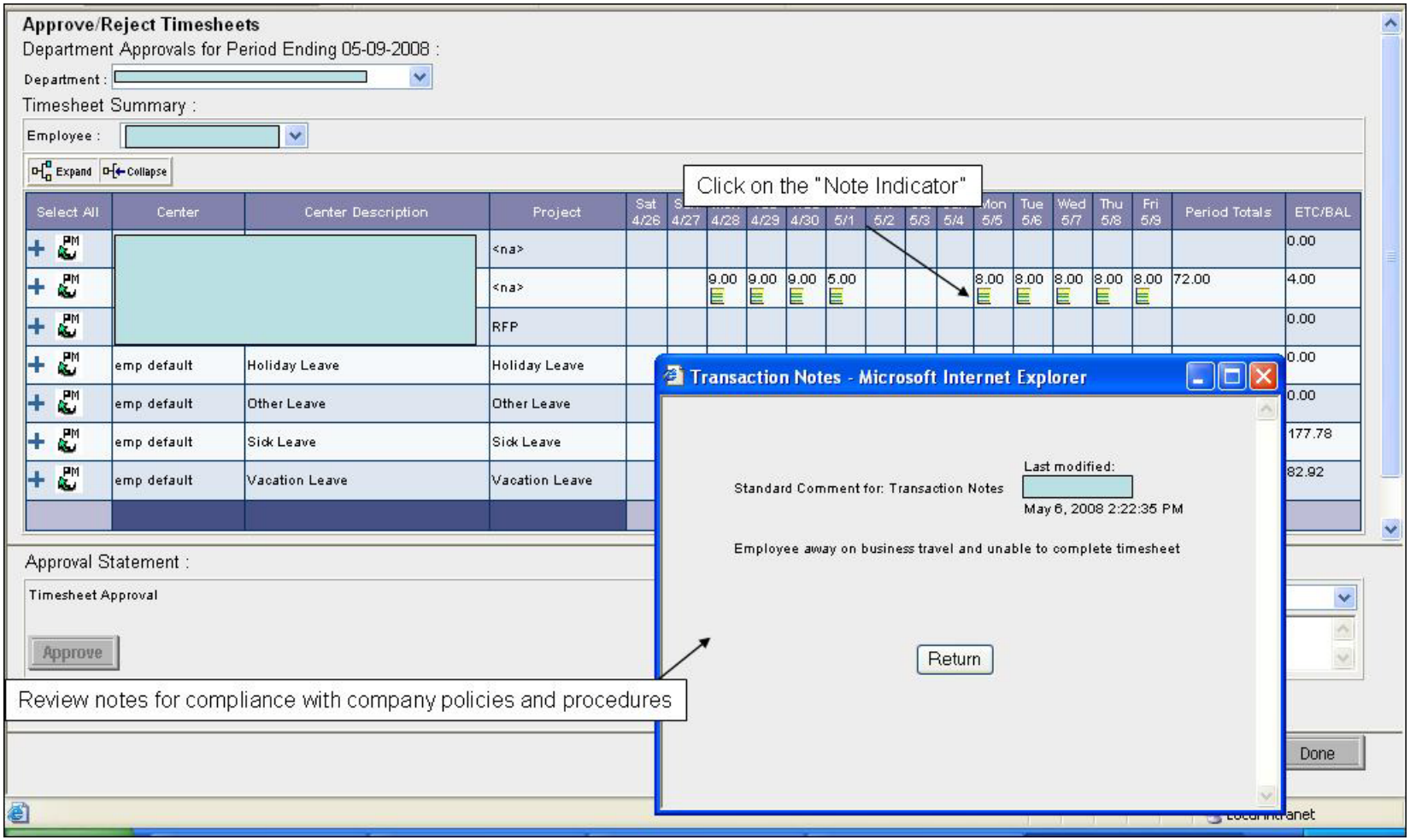
Login ID: sa12269 | Date: 06-02-2008 — Send Mail | About | Help | Ex

Save | Submit | Preview | Expand | Collapse | Insert Detail | Add | Delete | Close | Open | View PM | Approval History | Summary | Historical Correct. | Apply Filter | Sort | Template

Timesheet [redacted] | View : Read Only [redacted] | Cell Data | Edit Timesheet | Period Status : Closed | Approval Status : Approved | Period Begin : 04-26-2008 | Period End : 05-09-2008

Select All	Center	Center Description	Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Period Totals	ETC/Bs
☐	[redacted]		5.25		8.00	8.00	8.00	8.00	8.00	9.00		8.00	8.00	8.00	8.00	8.00	94.25	0.00
		HED SA001 - regular hours	5.25		8.00	8.00	8.00	8.00	2.75	9.00		8.00	8.00	8.00	7.00			
		SA003 - overtime hours							5.25						1.00	8.00		
☐	emp default	Holiday Leave																0.00
☐	emp default	Other Leave																0.00
☐	emp default	Sick Leave																39.12
☐	emp default	Vacation Leave																56.00
		Daily Total:	5.25	0.00	8.00	8.00	8.00	8.00	8.00	9.00	0.00	8.00	8.00	8.00	8.00	8.00	94.25	
☐	Center	Center Description	Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Period Totals	ETC/Bs

To ensure compliance with company policies and procedures, you should review all notes the employee recorded on the timesheet.



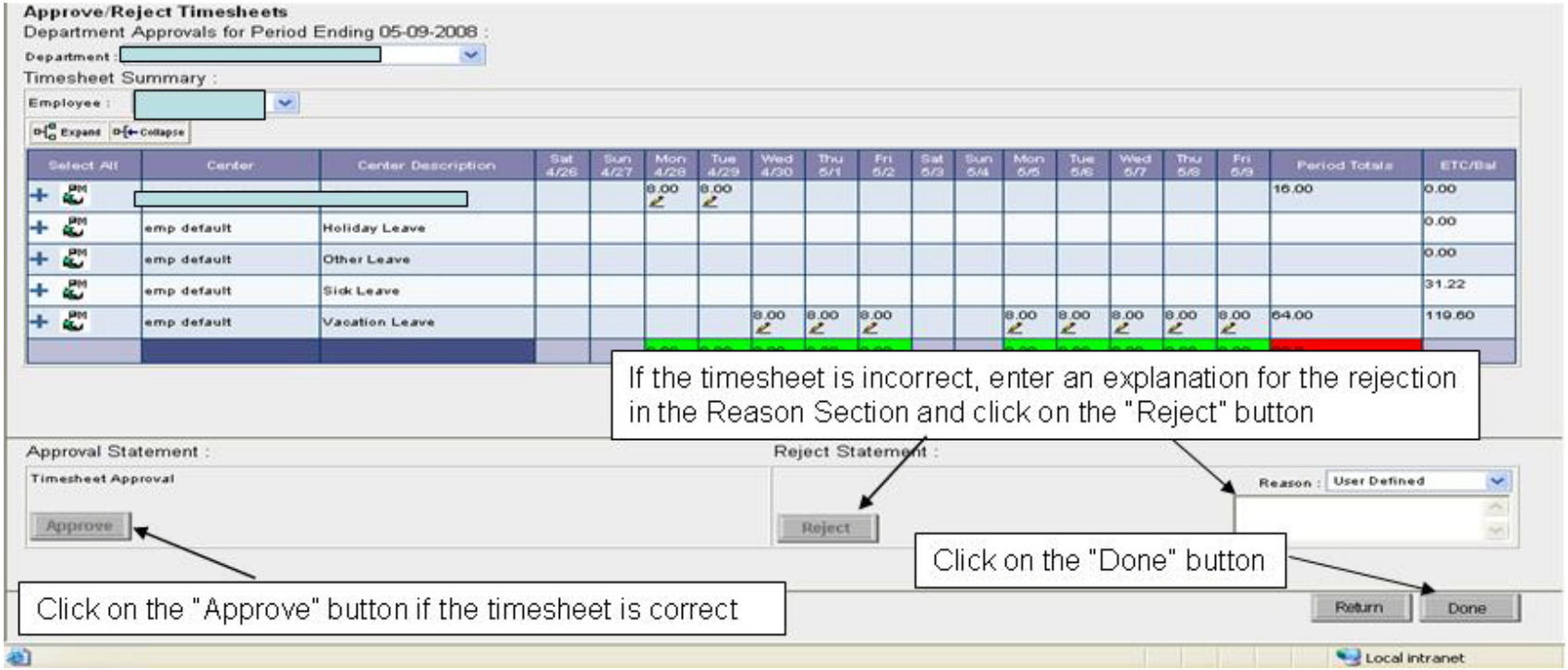
To approve or reject timesheet:

If the hours recorded are accurate, click on “Approve” button and click on the “Done” button.

If the hours recorded are not correct, enter a reason for the rejection in “Reason Section” and click on the “Reject” button.

Click on the “Done” button.

An e-mail will automatically be generated to the employee, stating that his or her timesheet has been rejected. The timesheet must be corrected and resubmitted for approval.



If the employee is not available to correct and submit the timesheet, please refer to “To Submit Timesheet on Employee’s Behalf.”

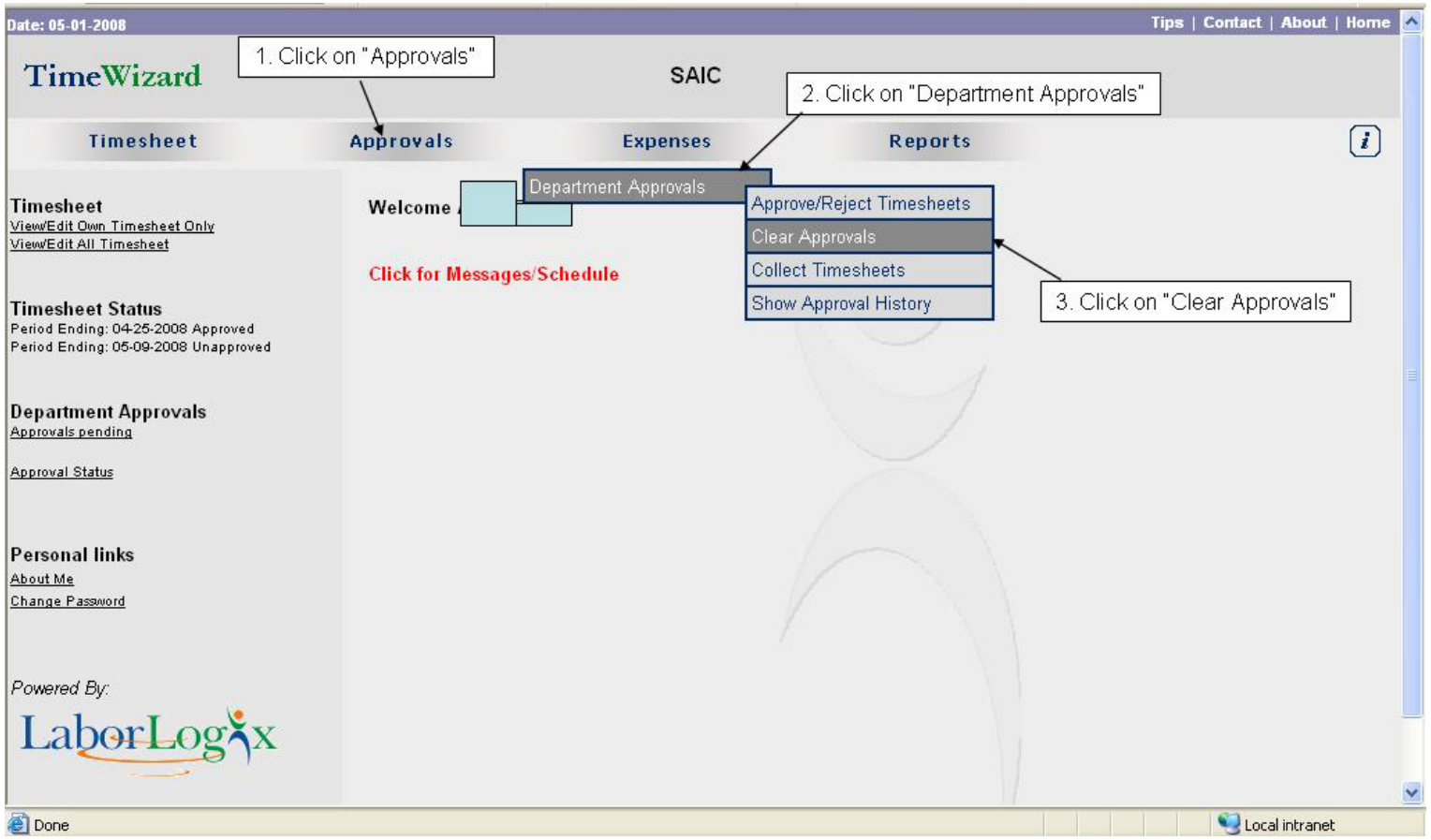
To Clear an Employee's Timesheet After It Has Been Approved

If a correction of the hours reported is required after the timesheet has been approved, the approved timesheet can be cleared.

Example – The employee's timesheet was submitted and approved on Friday. On Friday afternoon, the employee called in and requested to use 4.0 hours of vacation leave.

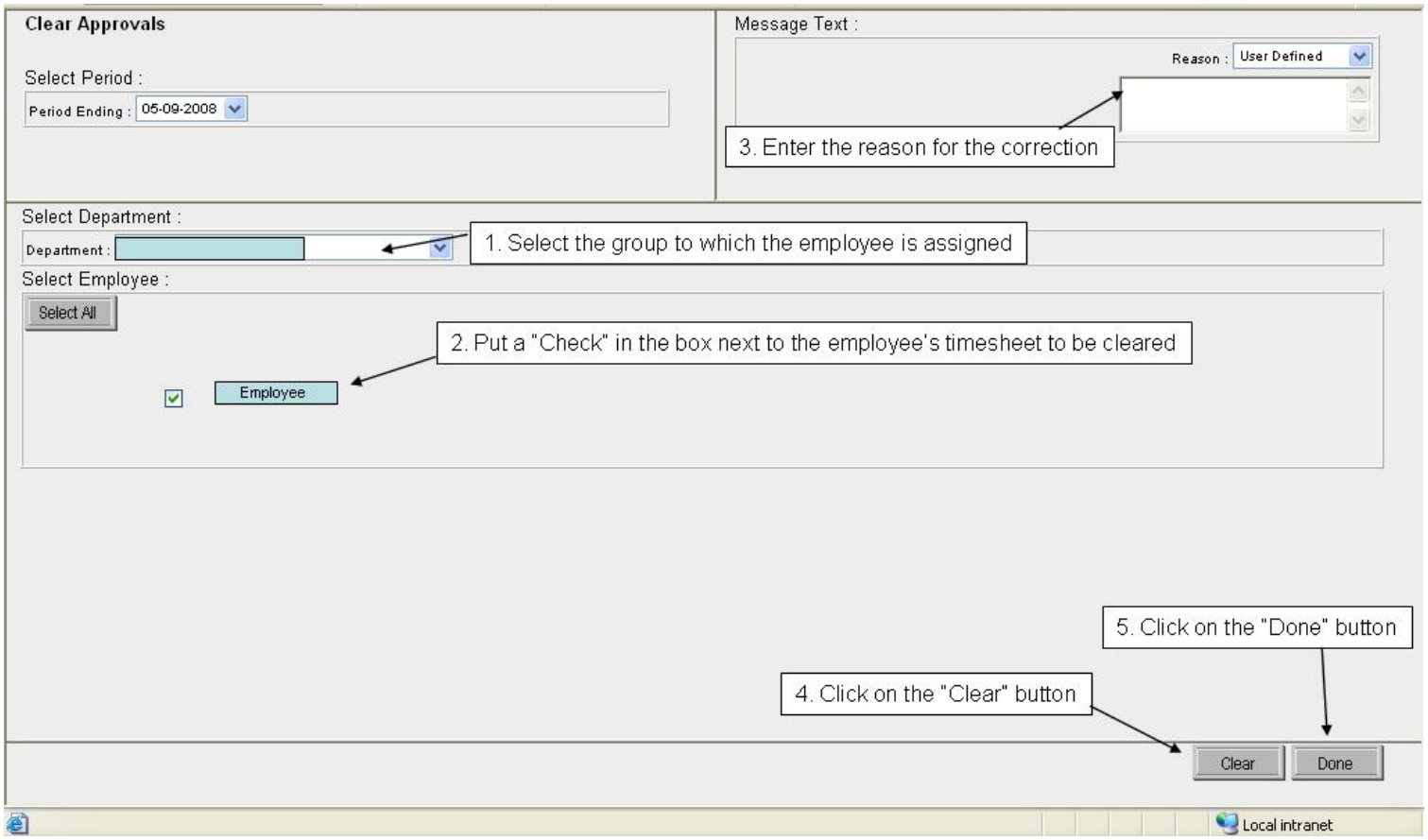
To clear the timesheet and make correction:

From your homepage, click on "Approvals" on the toolbar, then "Department Approvals," then "Clear Approvals."



To clear an employee's timesheet:

1. Select the group to which the employee is assigned.
2. Put a "Check" in the box next to the employee's timesheet to be cleared.
3. Enter the reason for the correction (system requirement).
4. Click on the "Clear" button.
5. Click on the "Done" button.



An e-mail message will be sent to the employee. If the employee is not available to correct and submit the timesheet, please refer to "To Submit Timesheet on Employee's Behalf" on page 1.

To Collect an Employee's Timesheet

In the event the hours that are entered on a timesheet do not pass the rules which are established in the time entry system, the approver must collect the employee's timesheet.

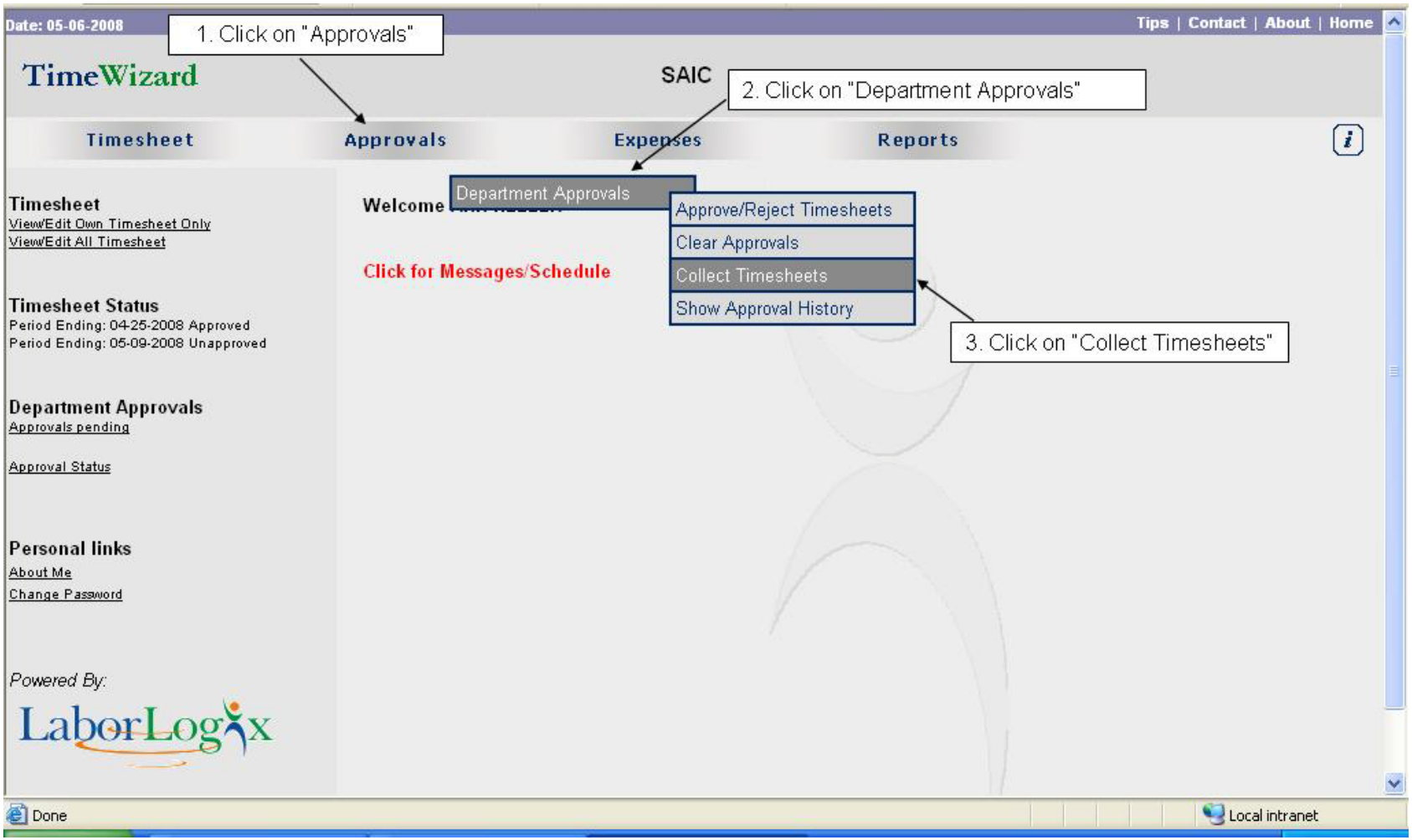
Reasons for collecting a timesheet:

- Full-time employee does not meet 80.0 hour requirement
- Employee terminated prior to the end of the payperiod
- Newly Hired Employee began work during the second week of the payperiod
- Temporary SCA Employee who works in excess of 40.0 hours within the workweek and is entitled to overtime

Example – A newly hired full-time employee began work on the second Monday of the payperiod. Since the employee did not meet the 80.0 hour requirement as a full-time employee, he or she was unable to submit a timesheet. In order for the employee to get paid, the supervisor must collect the timesheet.

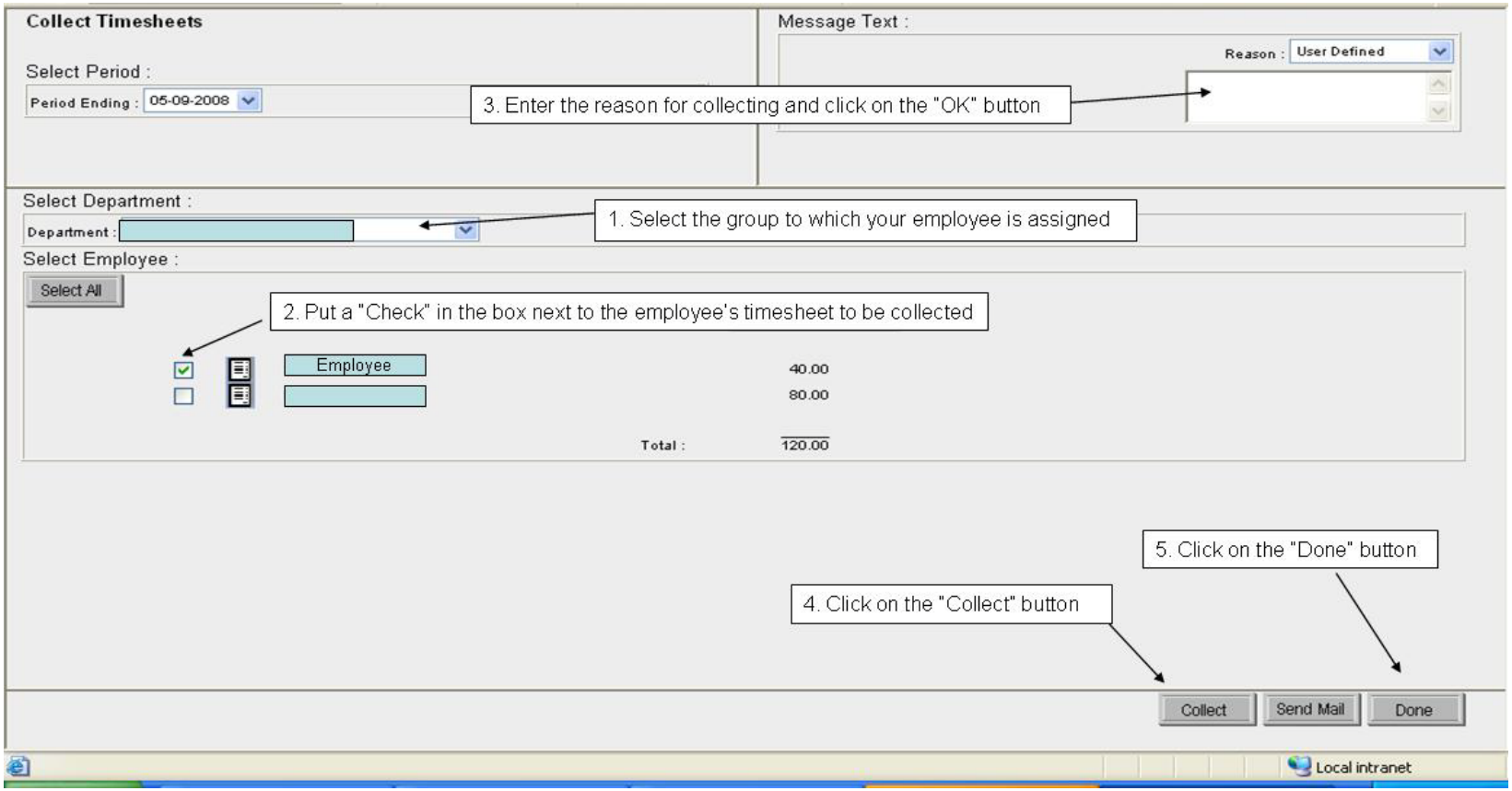
To collect the timesheet:

From your homepage, click on “Approvals” on the toolbar, then “Department Approvals,” then “Collect Timesheet.”



To select the employee's timesheet to be collected:

1. Select the group to which the employee is assigned
2. Put a check in the box next to the employee's time sheet to be collected
3. Enter the reason for collecting the timesheet
4. Click on the "Collect" button
5. Click on the "Done" button



NOTE: WHEN YOU USE THIS FEATURE, YOU BYPASS ALL RULES. AS THE APPROVER, YOU MUST REVIEW THE TIMESHEETS PRIOR TO APPROVAL, SINCE THE EMPLOYEE WILL BE PAID FOR ALL HOURS RECORDED.

System Generated Error Messages – Exempt Employees

Error - You cannot charge more than 80 regular hours for a payperiod

Exempt employees can only charge a maximum of 80 hours within the payperiod unless they are approved to accrue Credit Hours

Error - Hours must = 80 for the payperiod

Full time exempt employees must account for 80.0 hours within the payperiod

Error – Credit Hours worked/leave must be >=1 hour/day

A minimum of one hour must be recorded when accruing or charging Credit Hours

Error – Holiday hours charged to invalid date

Holiday hours must be recorded on the actual day of the holiday

System Generated Error Messages – SCA (Non-Exempt) Employees

Error – Regular hours & holiday hours must = 40 before charging overtime

Overtime hours are recorded during a workweek that does not meet the 40 hour requirement. Hours that are included in the calculation of overtime are regular hours, holidays, and administrative leave.

Note: Emergency Call-In hours are recorded on the timesheet using a separate code which is automatically paid at time and one half. These hours should not be counted towards the 40 hour overtime requirement.

Error – Regular hours & holiday hours cannot exceed 40 hours/week

The hours reported within one of the workweeks are greater than 40; the employee may be entitled to overtime pay

Note: Overtime is recorded using a separate code which is automatically paid at time and one half.

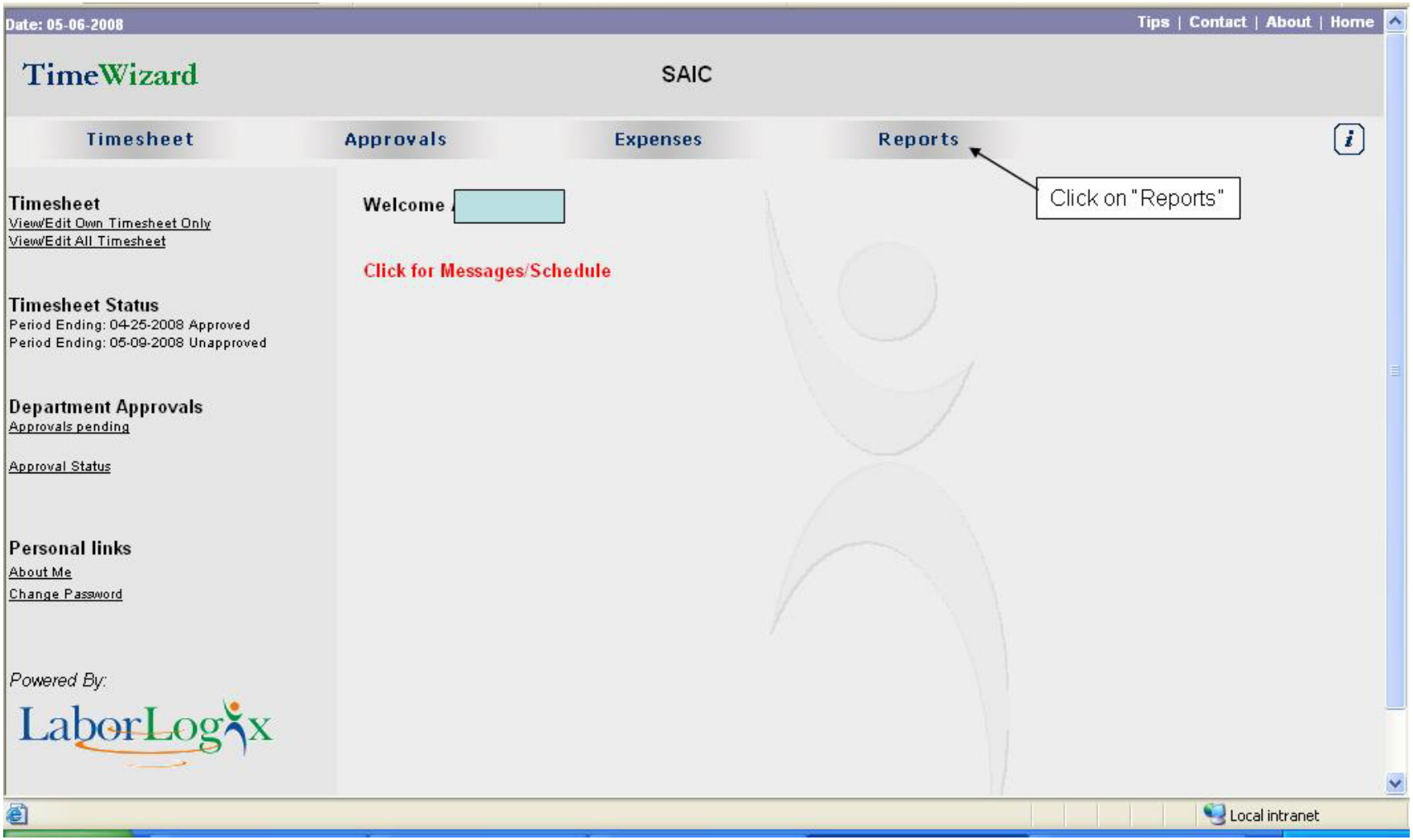
Error – Holiday hours charged to invalid date

Holiday hours must be recorded on the actual day of the holiday

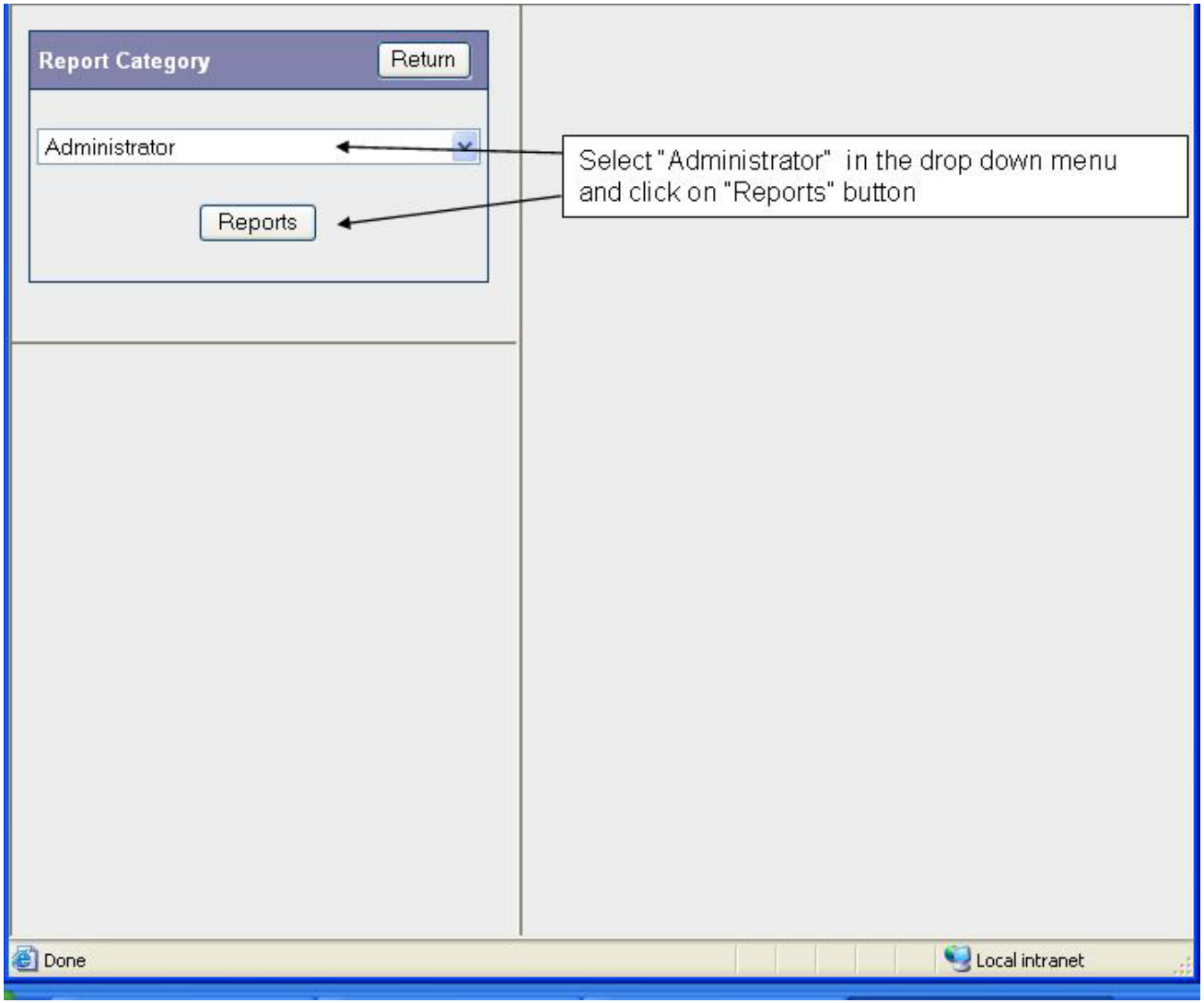
To Run Timesheet Status Report

The Timesheet Status Report can be used to ensure that all timesheets are submitted by employees.

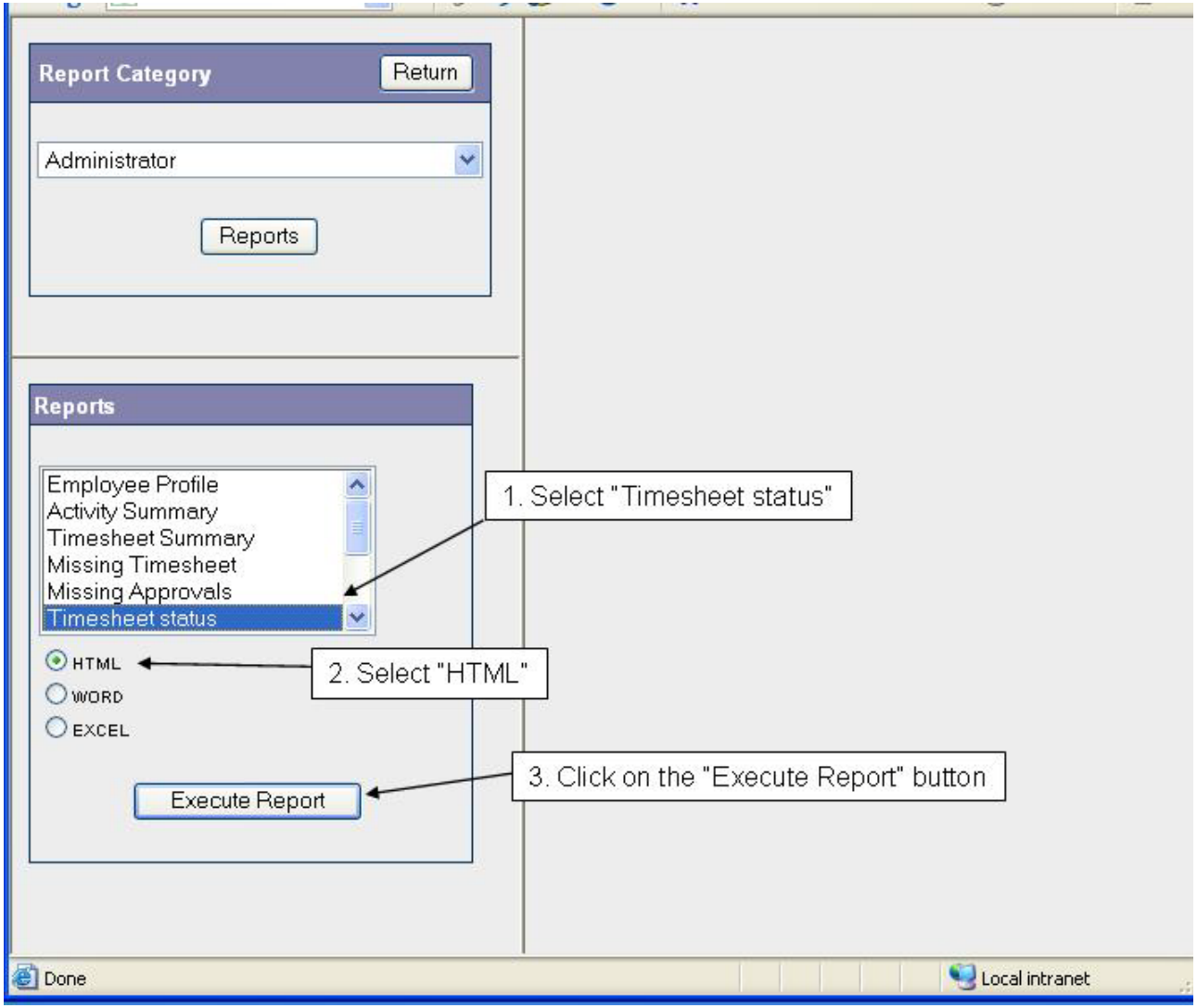
From your homepage, click on the “Reports” button.



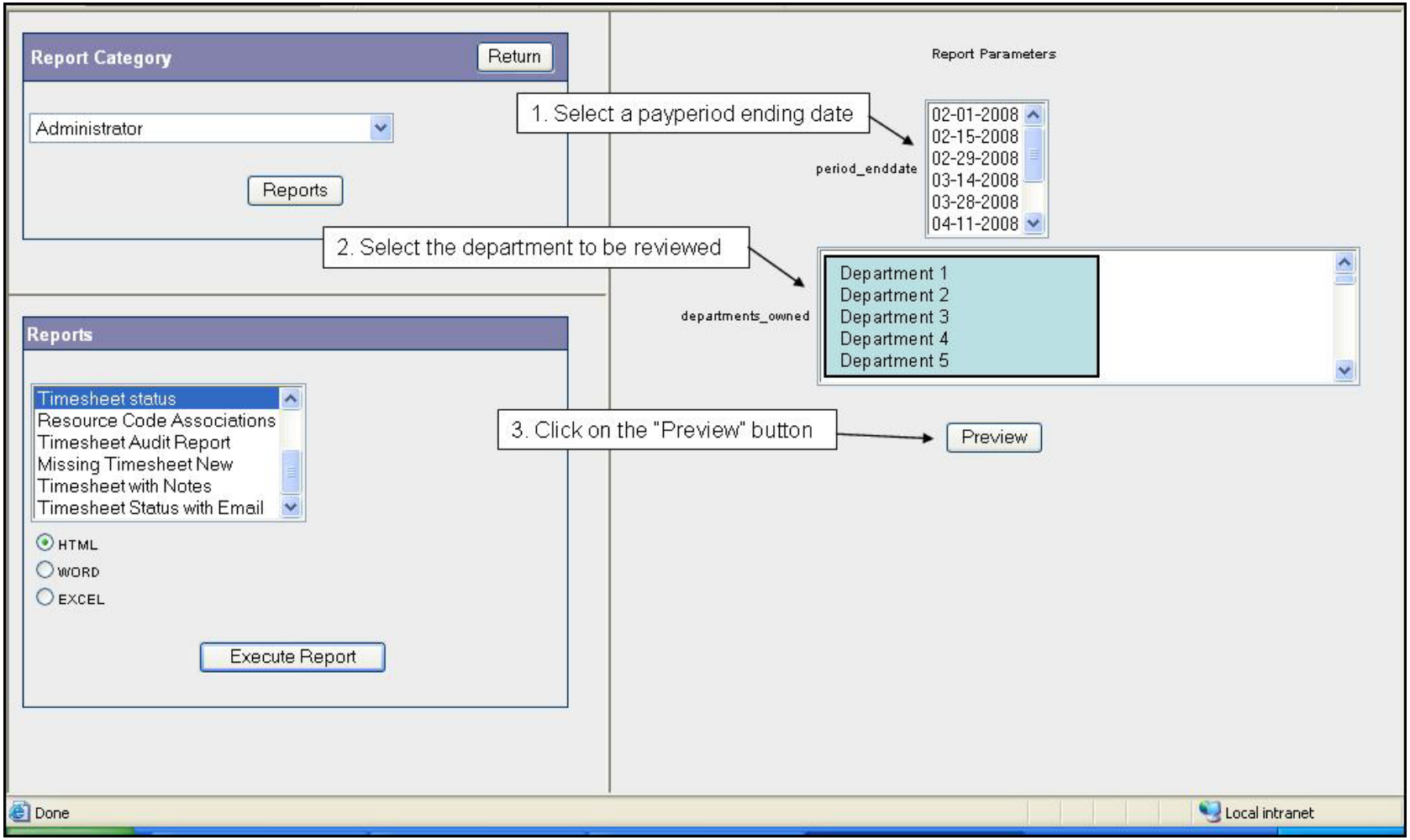
Select “Administrator” and click on “Reports.”



1. Select “Timesheet status.”
2. Select “HTML.”
3. Click on the Execute Report” button.

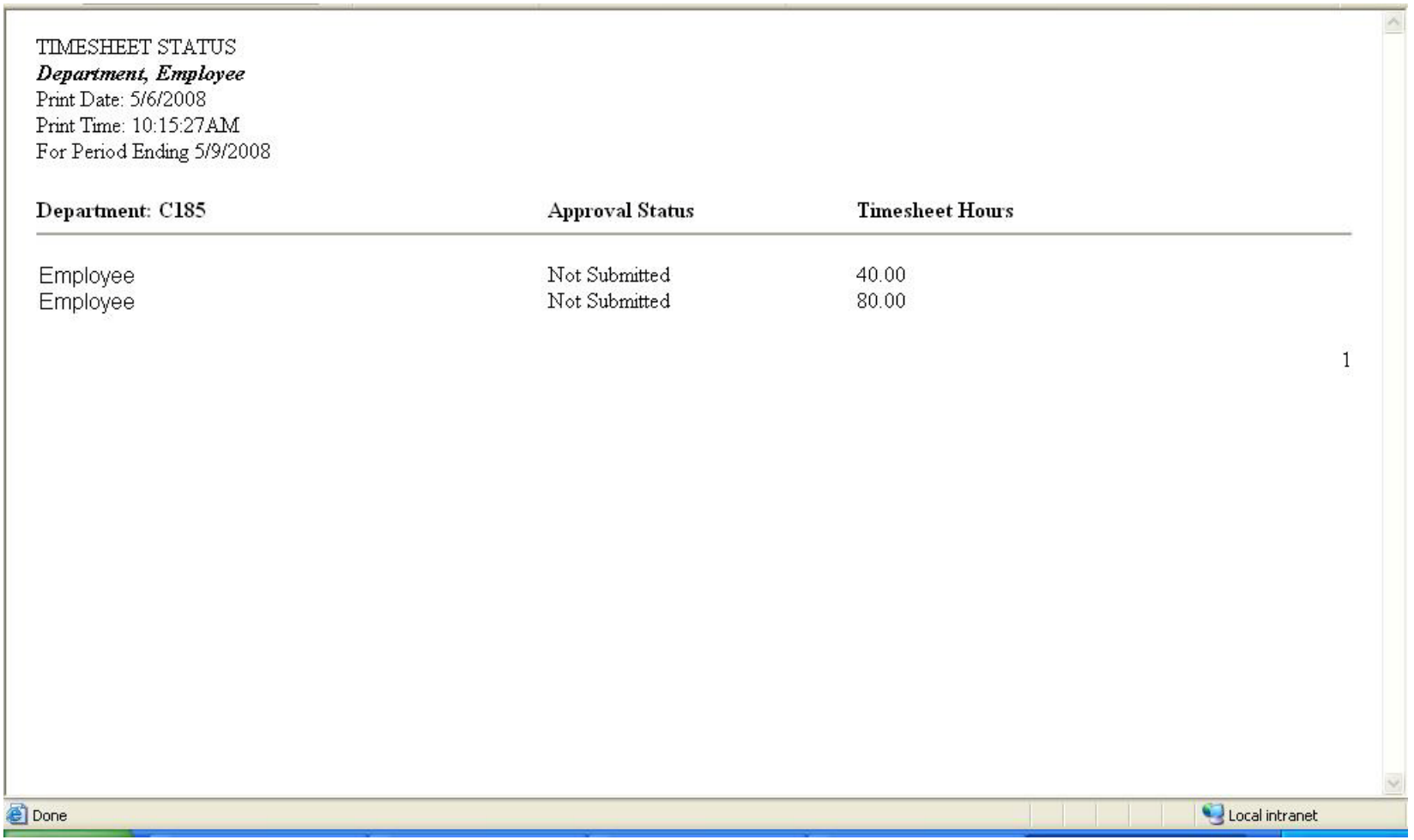


1. Select a payperiod ending date.
2. Select the Department to be reviewed.
3. Click on the “Preview” button.



To Review Report Detail

The Timesheet Status Report lists the employee's name, the status of the timesheet ("Not Submitted," "Pending Approval," or "Approved" and the number of hours reported on the timesheet.



TIMESHEET STATUS
Department, Employee
Print Date: 5/6/2008
Print Time: 10:15:27AM
For Period Ending 5/9/2008

Department: C185	Approval Status	Timesheet Hours
Employee	Not Submitted	40.00
Employee	Not Submitted	80.00

1

Done

Local intranet